Safety and Wellbeing Procedure for Our Officers

Version 1 – Approved 27 January 2022

Contents

Purpose

This procedure outlines the expectation and responsibility of our Safety and Wellbeing Officers to put safety first and always and in doing so, meet their obligations at our University and under the applicable law.

Applicable governance instruments

Instrument	Section	Principles
Health and Safety Policy	1 People health and safety	1.1 – 1.6
People Policy	1 People recruitment, management and development	1.1 – 1.11
	2 Inclusion, diversity and equity	2.1 – 2.6
Behaviour Policy	1 Behaviour	1.1 – 4.2
	2 Support for community members	
	3 Reporting and disclosure of inappropriate behaviour	
	4 Consequences	
Risk Management and Business Resilience Policy	1 Risk management	1.1 – 4.3
	2 Business resilience	
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Procurement Policy	1 Value for money 3 Governance	1.3, 1.6 3.2
General Delegations Ordinance		
University of Tasmania By-laws		
Work Health and Safety Act 2012 (Tas) *Work Health and Safety Regulations 2012*		
Work Health and Safety Act 2011 (NSW) *Work Health and Safety Regulations 2017*		
WorkSafe Tasmania Codes of Practice		
Australian Standards		
Australian Maritime Safety Authority - National Law Act 2012		
Liquor Licensing Act 1990		
Public Health Act 1997		
Dangerous Goods Act 1976		
Security-Sensitive Dangerous Substances Act 2005		
Poisons Act 1971		
Road Safety (Alcohol and Drugs) Act 1970		
Vehicle and Traffic Act 1999		
Workers Rehabilitation and Compensation Act 1988		
Radiation Protection Act 2005 *Radiation Protection Regulations 2006*		

Procedure

The University is committed to, as far as is reasonably practicable, keeping our community safe at work with safety integral to all that we do to ensure, as far as is reasonably practicable, no one is injured working for the University or when visiting University grounds.

As an officer, you play an integral role in ensuring the safety of your people by exercising due diligence to ensure the University complies with its duty by taking reasonable steps to:

1. acquire and keep up-to-date knowledge of safety and wellbeing matters;

2. gain an understanding of the work being done in your area and the main hazards and risks associated with these operations and environments;

3. ensure that appropriate resources and processes are in place to eliminate or minimise risks to health and safety are available for use and used;

4. promote proactive reporting of incidents, near-misses and hazards and ensure actions are followed up;

5. ensure that there are processes for complying with any duty or obligation under the WHS Act. Incorporating safety into any internal audits undertaken is a recommended way to do this; and

6. undertake regular safety observations of work being done to verify the provision and use of the resources and processes referred to in 3 and 5 listed above.

These responsibilities are achieved by taking reasonable steps to:

1. maintain safe work environments

2. train and induct members of the university community

3. build a culture of effective incident management

4. monitor performance and compliance

5. understand particular work environments, activities and conditions.

1. Maintain safe work environments

1.1. University work environments

As far as reasonably practicable, University work environments must enable our community members to carry out their work without risk to their health, wellbeing and safety. This is supported by our safe systems of work (which are the complete set of measures in place to keep our people safe and well studying and working at our university. This includes, induction and training, maintaining safe plant and equipment, risk assessments, safe work procedures, incident reporting, return to work etc.,)

To fulfill this obligation as an officer you must exercise due diligence by taking reasonable steps to:

a. ensure there is a schedule for workplace inspections to verify the provision and maintenance of safe work environments

b. ensure the schedule for workplace inspections is appropriate relative to the risk of the work being done

c. ensure there is a process to capture actions and improvements identified in workplace inspections

d. monitor the completion of workplace inspections and the closure of any associated actions within reasonable timeframes.

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Resources to support this include:

- [Workplace inspections](#) webpage

1.2. Health and Safety Representatives (HSRs)

A University employee or group of employees can request the election and appointment of an HSR. HSRs assist in promoting and encouraging a healthy and safe workplace by advocating for workers' safety.

As an officer, you must exercise due diligence by taking reasonable steps to:

a. ensure HSRs in your area are identified

b. ensure HSRs in your area are inducted and trained as an HSR (if HSR training has been requested)

c. ensure there is a register for recording completed HSR induction and training.

Resources to support this include:

- List of current [HSRs](#)

1.3. Mental Health and Wellbeing

The University proactively supports and promotes the mental health and wellbeing of its community members.

As an officer you must exercise due diligence by taking reasonable steps to:

a. actively promote and champion the destigmatisation of mental illness

b. ensure the mental health and wellbeing risks (e.g., stressful interactions, emotional or job demands, role clarity etc.,) relevant to your area are captured in your college or division operational risk register

c. ensure your area knows where and how to access the available resources (e.g., SaFCU and EAP) for managing mental health and wellbeing risks as they arise, such as, trauma, bullying and harassment

d. ensure your leaders have the support and resources to deal immediately with mental health and wellbeing risks as they arise, such as, trauma, bullying, harassment, poor management

e. ensure there are processes in place to proactively monitor the mental health and wellbeing of your people

f. enable your people to flourish by promoting mental health knowledge, confidence and resources.

Resources to support this include:

- [Mental Health and Wellbeing](#) webpage
- [People at work](#) psychosocial risk assessment survey
- List of current [Behavioural Contact Officers](#)

1.4. Risk Assessments and Safe Work Procedures

Risk assessments and Safe Work Procedures are key to maintaining the health and safety of our community.

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As an officer you must exercise due diligence by taking reasonable steps to:

a. ensure there is a current operational risk register for your college/division

b. ensure Safe Work Procedures are in place for identified risks

c. only approve risk assessments within your delegation and with consideration of the university's risk appetite

d. verify the currency and use of risk assessments and Safe Work Procedures as a part of annual workplace inspections.

Resources to support this include:

- Operational risk register template

- University-wide operational risk register

- Risk Management Governance Instruments

1.5. Personal Protective Equipment (PPE)

When necessary, PPE must be used to minimise risk to health and safety in the workplace. To support the safety of your people you must exercise due diligence by taking reasonable steps to:

a. ensure tasks and activities that require PPE in your area are identified in your college or division operational risk register

b. ensure there is a register for recording completed induction and training on the proper use and storage of PPE

c. verify the provision, maintenance and use of PPE as a part of annual workplace inspections.

1.6. Health Monitoring

Health monitoring can assist in detecting adverse health effects at the earliest opportunity; evaluating safety control measures and controlling exposure. Where required, the University will undertake health monitoring to support the effective management of identified workplace risks for both new and existing employees at the University.

As an officer you must exercise due diligence by taking reasonable steps to:

a. ensure work that requires health monitoring in your area is identified in your college or division operational risk register

b. ensure there is a process for pre-employment health checks, where required

c. ensure there is a register for the health monitoring requirements for your area (e.g., annual checks)

d. verify the currency and use of your area's health monitoring register as a part of annual workplace inspections.

1.7. Consultation

We are a people-centric organisation and recognise that people are not a problem to be solved or standardised but are part of the solution. Direct Line Managers are responsible for the safety and wellbeing of their people. Localised Safety and Wellbeing Committees or leadership meetings can

act as available forums for consultation, collaboration and problem solving to inspire commitment and direction setting for Safety and Wellbeing matters.

As an officer, you must exercise due diligence by taking reasonable steps to:

a. ensure there is an appropriate communication structure in your college or division for discussing and consulting on safety and wellbeing matters

b. actively support and promote safety wellbeing events and campaign within your area.

2. Training and induction

2.1. To support the safety of yourself and your people, you must exercise due diligence by taking reasonable steps to:

a. complete officer training biannually

b. ensure relevant role specific training requirements are identified in the safety and wellbeing training needs analysis for your college or division

c. ensure there is a register for recording completed training and induction

d. verify the completion and currency of training and induction in your area as a part of annual workplace inspections.

Resources to support this include:

- Safety and Wellbeing training needs analysis

- Safety and Wellbeing Officer training

- Appropriate Workplace Behaviour Training

3. Build a culture of effective incident management

3.1. Reporting and managing incidents, hazards and near misses

Normalising reporting of incidents, hazards and near misses is essential to building a safe workplace culture. All staff have a duty to report any incident or event that did or could have impacted on their safety and wellbeing or the safety and wellbeing of others.

As an officer, you must exercise due diligence by taking reasonable steps to:

a. regularly monitor the safety performance of your college or division as part of a regular leadership meeting

b. escalate all notifiable incidents (death, serious injury, illness or dangerous incident) to the Vice Chancellor, Director of Safety and Wellbeing and Provost (colleges) or COO (divisions)

c. review and approve post incident learning reviews for all notifiable incidents

d. verify the closure of any associated actions within reasonable timeframes

e. ensure there is a process for sharing and implementing lessons from learning reviews.

Resources to support this include:

- PowerBI staff safety reporting

- MySafety

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4.   Monitor performance and compliance

4.1.   Compliance and Verification

As an officer you must apply a continual improvement model and monitor safety performance by exercise due diligence by taking reasonable steps to:

a.   ensuring there is a workplace inspection schedule in place for your college or division

b.   verifying that the safe systems of work in place are being used by your people as a part of workplace inspections conducted within reasonable timeframes

c.   regularly monitoring the completion of the workplace inspection schedule and associated improvement actions.

Resources to support this include:

- Workplace Inspections webpage

4.2.   Safety and Wellbeing Knowledge

As an officer you must reasonably acquire and keep up to date knowledge of safety and wellbeing matters.

Ways to do this include:

a.   subscribing to safety and wellbeing blogs

b.   attending safety and wellbeing events or seminars

c.   conducting regular safety observations of different work areas or other universities or businesses

d.   completing the annual officer refresher training.

Resources to support this include:

- Staff intranet safety and wellbeing articles

- Safe Work Australia Subscription

- Work Safe Tasmania Resources

- Comcare e-news for newsletter and email updates on topics such as, latest research, hazards, prevention, mental health, rehabilitation, compensation and training

- OHS Body of Knowledge for collective knowledge that provides a basis for understanding the contributing factors to work related fatality, injury, disease and ill health.

- Safety at Work Blog for commentary and opinion on recent safety and wellbeing developments

- SafetyHub Videos

5.   Understand particular work environments, activities and conditions

5.1   For all work environments, activities and conditions, officers must exercise due diligence by taking reasonable steps to:

a.   verify that the facilities provided to your workers are constructed and or furnished to the appropriate standard for the work being conducted in these spaces

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b. verify as a part of workplace inspections (within reasonable timeframes) that the safe systems of work in place are being used by your people

c. follow any other lawful and reasonable direction of the University to enable you to comply with your duty

d. comply with any other legal requirements.

There are additional requirements for the following work environments:

5.1.1   Working from home

i. ensure current authorisations are in place for team members working from home.

Resources to support this include *Flexible Working Arrangements Procedure*

5.1.2   Laboratories, workshops, specialist facilities and studios

i. ensure work in laboratories, workshops, specialist facilities or studios undertaken in your area is recorded in your school or business unit operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure there is a register for recording completed induction and training.

Resources to support this include:

- Risk assessment template
- Laboratory workshop and studio medical disclosure form
- Laboratory and workshop inductions MyLO unit

5.1.3   Biological Hazards

i. ensure biological hazards in your area is recorded in your school or business unit operational risk register

ii. ensure an occupational vaccine program is in place for work that involves potential exposure to human blood and body fluids, direct contact with research participants or patients or is otherwise deemed a necessary control by risk assessment

iii. ensure safe systems of work are in place and annually reviewed for relevant activities, equipment and facilities

iv. ensure there is a register for recording completed induction and training.

5.1.4   Field work

i. ensure field work in your area is recorded in your school or business unit operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure there is a register for recording completed induction and training.

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5.1.5 Remote and isolated work

i.   ensure remote or isolated work undertaken in your area is recorded in your school or business unit operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure there is a register for recording completed induction and training.

5.1.6 Vessels and watercraft

i.   ensure vessel or watercraft activities undertaken in your area are recorded in your college or division operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure vessel and watercraft activities are notified with the relevant boating officer (e.g., operations manager) in your area or the safety and wellbeing team to note with the vessel safety committee

iv. ensure there is a register for recording completed induction and training.

5.1.7 Driving and authorised vehicles

i.   ensure driving activities undertaken in your area are recorded in your school or business unit operational risk register

ii. ensure current authorisations are in place for team members to drive for work purposes or use their private vehicle for work purposes

iii. ensure safe systems of work are in place for the activities and equipment

iv. ensure there is a register for recording completed induction and training.

Resources to support this include:

- [Driver Authorisation Form](#)
- [Private Vehicle Approval Form](#)

5.1.8 Diving

i.   ensure diving activities undertaken in your area are recorded in your school or business unit operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure all diving activities are notified with the University Dive Officer

iv. ensure there is a register for recording completed induction and training.

Resources to support this include the [Dive Procedures Manual](#)

5.1.9 Hazardous manual tasks that could result in a musculoskeletal discorder (MSD)

v.   ensure manual tasks undertaken in your area, that could result in a musculoskeletal disorder (MSD), are recorded in your school or business unit operational risk register

vi. ensure safe systems of work are in place for the activities and equipment

vii. ensure there is a register for recording completed induction and training.

5.1.10 Hazardous noise

i. ensure hazardous noise in your area is recorded in your school or business unit operational risk register

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure there is a pre-employment check process for hearing, where required

iv. ensure there is a register for the audiometric testing requirements for your area

v. ensure there is a register for recording completed induction and training.

5.1.11 Electricals and electrical work

i. ensure electricals or electrical work is recorded in your school or business unit operational risk register

ii. verify electrical equipment (including residual current devices) is regularly inspected, tagged and tested at a minimum in line with the university wide WHS operational risk register. For specialised electrical or high-risk electrical equipment verify it is inspected and tested at a frequency determined by risk assessment

iii. verify any area with body contact electrical medical equipment is wired as either Body Protected or Cardiac Protected with appropriate records of certification and inspection.

iv. ensure safe systems of work are in place for any electrical work

v. ensure there is a register for recording those qualified to undertake electrical work.

5.1.12 High-Risk Work

i. ensure high-risk work in your area is recorded in your school or business unit operational risk register. High-risk work includes:

(a) removal of asbestos

(b) hot works

(c) welding

(d) confined space entry

(e) working at heights

(f) excavations and demolitions

ii. ensure safe systems of work are in place for the activities and equipment

iii. ensure there is a register for recording completed induction and training

iv. ensure there is a register for recording licenced holder details for those qualified to undertake the work.

5.1.13   Drones

i.   ensure drone activities undertaken in your area are recorded in your school or business unit operational risk register

ii.   ensure safe systems of work are in place for the activities and equipment

iii.   ensure there is a register for recording completed induction and training.

Resources to support this include the [Drone operations and management guide](#)

5.1.14   Plant and Equipment (machinery, appliances, implements and tools)

i.   ensure plant and equipment in your area is recorded in your school or business unit operational risk register

ii.   ensure safe systems of work are in place for the activities and equipment

iii.   ensure there is a lock out tag out system in place for the safe maintenance and cleaning of equipment

iv.   ensure there is a register for recording completed induction and training.

5.1.15   Hazardous Chemicals (using, handling, generating, storing, transporting and disposing of)

i.   ensure hazardous chemicals in your area are recorded in your school or business unit operational risk register

ii.   ensure a Hazardous Chemicals Coordinator (HCC) with the appropriate skill is resourced and nominated with responsibility for the coordination of hazardous chemical information

iii.   ensure chemical inventories are accurately captured in ChemWatch

iv.   ensure safe systems of work are in place for the activities and equipment

v.   ensure there is a register for recording completed induction and training.

Resources to support this include the University's chemical management system, [ChemWatch](#)

5.1.16   Radiation

i.   ensure radiation activities in your area are recorded in your school or business unit operational risk register

ii.   ensure a Radiation Safety Officer and/or Laser Safety Officer is resourced and nominated for each radiation practice

iii.   ensure safe systems of work are in place for the activities and equipment

iv.   ensure there is a register for recording completed induction and training.

5.1.17   Asbestos (Infrastructure Services and Development)

i.   ensure an asbestos management plan and register is developed and maintained.

Resources to support this include [Asbestos management plan](#)

5.1.18 Contractors

i. ensure all contractor work is identified in your school or business unit operational risk register

ii. ensure there is a register for recording those engaged through the contractor safety management system.

Resources to support this include [Contractor Safety Management](#)

Related procedures

Risk Management Procedure

Work Integrated Learning Procedure

Flexible Working Arrangements Procedure

Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
Version 1	Approved	Chief People Officer	Director of Safety and Wellbeing	27 January 2022

Definitions

[Safe systems of work](#) | [University community](#)